

AMERICAN EMBASSY WINDHOEK VACANCY ANNOUNCEMENT

2015/24

September 11, 2015

OPEN TO: All Interested Candidates/All Sources

POSITION: Political Assistant, FSN-9; FP-5

OPENING DATE: September 11, 2015

CLOSING DATE: September 25, 2015

WORK HOURS: Full-Time: 40 hours/week

SALARY: *Ordinarily Resident (OR): N\$373,085pa (Position Grade: FSN-9)

*Not-Ordinarily Resident (NOR): Position Grade: FP-5 (Final grade will be determined by the appropriate Washington or U.S. Headquarters Office).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Namibia, Windhoek is seeking qualified individuals for the position of Political Assistant.

BASIC FUNCTIONS OF THE POSITION

Incumbent acts as political advisor to the Political Officer on all issues related to domestic and regional politics. Incumbent serves on the Ambassador's Special Self-Help program (SSH) committee. Serves as the primary back-up to the Economic/Commercial Assistant and to the Self-Help Coordinator. Incumbent reports to the Political Officer and through him/her to the Deputy Chief of Mission (DCM) and Ambassador.

Major Duties and Responsibilities:

Monitors political developments within Namibia

- Establishes and maintains contacts within the Government, Ministries, and Parliament; with all Namibian political parties; with local government officials in the Regions, Constituencies, and Tribal Authorities; and with the NGO community
- Prepares summaries and reports of political developments for the Ambassador or DCM
- Prepares reporting cables as directed by Political Officer
- Creates and manages biography files of politicians and political party leaders
- Drafts Briefing Check Lists (memos) for meetings conducted by the Ambassador or DCM
- Assists the Political Officer in gathering reports and data for statutory reports

Serves as Control Officer and Site Officer for USG visitors

- Determines who are the most appropriate people visitors should meet with, drafts agendas and sets up meetings
- Briefs Embassy participants and USG visitors on the subjects the interlocutors will be discussing

Serves on Ambassador's Special Self-Help program committee, traveling as necessary to evaluate projects and proposals.

Acts as Political Section liaison with other USG agencies and partner organizations on democracy and governance issues.

As necessary provides support for the Ambassador's internal travels.

As necessary, serves as back-up to the Self-Help Coordinator and Economic Assistant.

As necessary, translates for other Embassy sections.

As necessary, introduces new (permanent and TDY) political officers to key Namibian contacts to assist with the officers' initial understanding of domestic and regional issues

Please contact the HR Office at e-mail HROWindhoek@state.gov

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Education: University Degree in Political Science or Law is required.
2. Prior Work Experience: Three years relevant professional experience required.
3. Language Proficiency: Level IV fluency in written and spoken English required.
Level IV fluency in one local language required.
4. Job Knowledge: In-depth understanding of Namibian history, culture, politics and protocol;
Basic understanding of economics.
5. Skills and Abilities: Ability to use Microsoft Office products and do Internet research. Strong writing and analytical skills.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested candidates for this position should submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) which is available at <http://windhoek.usembassy.gov/about-us/job-opportunities.html>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

HROWindhoek@state.gov

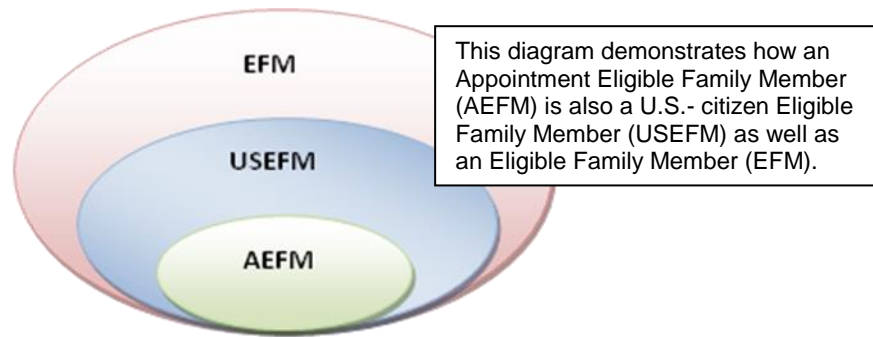
Subject: Political Assistant

CLOSING DATE FOR THIS POSITION: September 25, 2015

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A - DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - *Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*

- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).